COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Resolito Pugory

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.84	70%	3,39
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.91	30%	1. 17
	тот	AL NUMERICAL RATING	4,56

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any TOTAL NUMERICAL RATING:	4,54 /:	
ADJECTIVAL RATING:	VS	
Prepared by:	Reviewed by:	AN:
Josephicho Name of Staff		CMINE B. LINA Department/Office Head

Recommending Approval:

VICTOR S. MIC DEAN, COFS

Approved:

PSEATRIZ 6. BISLONIAS

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>ROSALITO A. PUGOY</u>, of the <u>Department of Soil Science</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January</u> 1, 2018 to <u>June</u> 30, 2018. (<u>Target and Accomplishment</u>)

ROSALITO A. PUGOY

Approved:

SUZETTE B. LINA

Head of Unit

Success Indicators	Tasks Assigned	Target	Actual			7 3		
	Tusks Assigned	rarget	Accomplishment	Q¹	E²	T	A ⁴	
No of rice varieties planted & maintained	Undertake farm operation related to							
	instruction, research, extension and production activities	6	8	5	5	5	5.00	
No. of corn varieties planted & maintained		3	3	4	5	5	5.00	
No. of perennial crops planted and maintained		6	6	4	5	5	4.67	
No. of legumes crops planted & maintained		2	2	4	5	5	4.67	
No. of production projects maintained		2	3	5	5	5	5.00	
No. of annual crops planted & maintained		14	10	3	5	5	4.33	
Quantity of rice seeds processed (kg)		800	1000	5	5	5	5.00	
Quantity of legume seeds processed (kg)								
Quantity of corn seeds processed (kg)		60	100	5	5	5	5.00	
No. of laboratory classes assisted		5	10	5	5	5	5.00	
No of student research assisted		5	8	4	5	5	4.67	
No. of other assigned tasks performed on time	Cleans/maintains laboratory rooms/wash glass wares at laboratory (SRTPAL)	2	3	5	5	4	5.00	
							53.34	
	No. of corn varieties planted & maintained No. of perennial crops planted and maintained No. of legumes crops planted & maintained No. of production projects maintained No. of annual crops planted & maintained Quantity of rice seeds processed (kg) Quantity of legume seeds processed (kg) Quantity of corn seeds processed (kg) No. of laboratory classes assisted No of student research assisted	instruction, research, extension and production activities No. of corn varieties planted & maintained No. of perennial crops planted and maintained No. of legumes crops planted & maintained No. of production projects maintained No. of annual crops planted & maintained Quantity of rice seeds processed (kg) Quantity of legume seeds processed (kg) No. of laboratory classes assisted No of student research assisted No. of other assigned tasks performed on time instruction, research, extension and production activities instruction, research, extension and production activities	instruction, research, extension and production activities No. of corn varieties planted & maintained 3	No. of rice varieties planted & maintained No. of corn varieties planted & maintained No. of perennial crops planted and maintained No. of legumes crops planted & maintained No. of production projects maintained No. of annual crops planted & maintained Quantity of rice seeds processed (kg) Quantity of legume seeds processed (kg) Quantity of corn seeds processed (kg) No. of laboratory classes assisted No. of student research assisted No. of other assigned tasks performed on time Undertake farm operation related to instruction, research, extension and production activities 3 A Undertake farm operation related to instruction, research, extension and production activities 4 8 No. of perennial crops planted & maintained 2 2 3 No. of annual crops planted & maintained 14 10 800 1000 Cleans/maintains laboratory rooms/wash glass wares at: 2 3	No of rice varieties planted & maintained Undertake farm operation related to instruction, research, extension and production activities No. of corn varieties planted & maintained 3	No of rice varieties planted & maintained Vindertake farm operation related to instruction, research, extension and production activities 6	No of rice varieties planted & maintained Undertake farm operation related to instruction, research, extension and production activities	No of rice varieties planted & maintained Undertake farm operation related to instruction, research, extension and production activities 6

Average Rating (Total Over-all rating divided by 4)	Ì	4.84
Additional Points:		
Punctuality	ХХ	
Approved Additional points (with copy of approval)	XX	
FINAL RATING		
ADJECTIVAL RATING		0
Evaluated and Rated by: SUZETTE B. LINA		Recommending Approval
HEAD, DSS Date:		DEAN, CAFS Date:
		V

Comments & Recommendations for Development Purpose:	
Exercise independent planning of DSS field activities but with consultations of Field courdinator & Dept. Head.	3

Approved by:

BEATRIZ S. BELONIAS
VICE PRES. FOR INSTRUCTION

Instrument for Performance Effectiveness of Administrative Staff Rating Period: 16n - 10ne 2018

Name of Staff: _	Rosalito	Puger	Position: Form	Laborer
	4	0 (

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

Commitment (both for subordinates and supervisors)	Scale Scale			•			
Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding	5	4	3	2	1		
2. Makes self-available to clients even beyond official time.	5	4	3	2	1		
 Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay. 	5	4	3	2	1		
 Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time. 	5	4	3	2	1		
5. Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks.	5	4	3	2	1		
 Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work. 	(5)	4	3	2	1		
 Keeps accurate records of her work which is easily retrievable when needed. 	5	4	3	2	1		
8. Suggests new ways to further improve her work and the services of the office to its clients.	5	(4)	3	2	1		

했다. 그 이내는 남자들은 이 사람이 모든 것이 하는 것이 하는데 했다.					
 Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university. 	5	4	3	2	1
10. Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele.	5	4	3	2	1
11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment.	5	4	(3)	2	1
12. Willing to be trained and developed.	5	4	(3)	2	1
Total Score					
B. Leadership & Management (For supervisors only to be rated by higher supervisor)			Scale		
 Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors. 	5	4	3	2	
Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	
 Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients. 	5	4	3	2	
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	
5. Demonstrates, teaches, monitors, coaches and motivates subordinates	5	4	3	2	
for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit.				1.00	
for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the		47		خددها. در ده د	

이 그 사람들은 그래를 만든 하실 생각하는 것을 하셨다.	Average Score O.
Overall recommendation :	실하는 일반 그리고 하다고 그리고 말하는 어때가 하는
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	// ///).
불러 보인 공항 교회를 생각하는 경기 보고 하다.	
	SWZETTE B. LINA
	Name of Head

EMPLOYEE DEVELOPMENT PLAN

Performance Rating: Very Satisfactory
Aim: To sustain the outstanding rating
Proposed Interventions to Improve Performance:
Date: January 2018 Target Date: January to June 2018
First Step:
To attend trainings and seminars to improved skills as administrative field staff
Result:
Has attended training orientation of newly-hired staff
Date: March 2018 Target Date: January to June 2018
Next Step:
Attend more trainings and seminars related to administrative field staff (TESDA trainings/seminars).
Outcome: Scout for trainings and seminars outside the university related to administrative field function.
Final Step/Recommendation: If there are trainings and seminars related to the function, a letter requesting administration's approval and possible funding will be prepared.
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Prepared by:

SUZETTE B. LINA Unit Head

ROSALTO A. PUGOY

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Name of Employee: FOSALTICAL RUGON. Purformance Salting Very Saltingers.	
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Proposed Intervention of process Performance	
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Date: Merch 2018 : over Date: Jungry to June 1	tion dans parabolicular statum de l'engelieure et par en est nei ne de modelle des distance et l'est et l'est L'entre de l'entre de
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